

DD/S

100-1955-3287

MEMORANDUM FOR: DDCI
 SA/FC/DCI
 DD/P
 DD/I
 DD/S
 IG

SUBJECT: Briefing Sheets to Accompany Operational Programs

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REFERENCE: [REDACTED] Submission of Annual Programs to the
 Project Review Committee, 18 October 1956

1. Referenced regulation reads, in part, as follows:

"3. Requirements for Program Submission

"a. Programs prepared for submission to the Project Review Committee shall include:

* * * * *

"(6) Letter of transmittal explaining any major variation of cost or planned operation and carrying, as attachments, briefing sheets (normally one page for each country and two or three pages for the Area Division)."

2. The Office of DD/P-FC has prepared the attached draft, dated 5 December 1955, as a proposed format for the briefing sheets to accompany DD/P Programs forwarded to the FC for review. The briefing sheet format was to be the subject of an oral presentation at the meeting of 7 December 1955. Pursuant to the decision of the Committee, the oral presentation was cancelled and coordination is being effected by lateral distribution through this memorandum.

3. The briefing sheets prepared in response to this instruction, due to content, will be under a separate control from that of the programs to which they apply. Distribution would be restricted to the Deputy Director of Central Intelligence and the voting members of the Project Review Committee. They will be returned to DD/P after the FC presentation and review.

4. Your comments

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h. Your comments and/or concurrence are solicited, through this office, so that instructions for the preparation of the FY 1956 Operational Programs may be issued as soon as possible.

SIGNED


Recording Secretary
Project Review Committee

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Attachment (1)
Draft re briefing sheet
format

- 2 -

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